



**MTUBATUBA LOCAL MUNICIPALITY  
UMASIPALA WASE-MTUBATUBA**

Mtubatuba Municipality invites committed, suitably qualified, experienced, innovative individuals to apply for the following positions:

**LIBRARY ASSISTANT  
(04 PERMANENT APPOINTMENT)  
Task Grade 08  
Category 1 Municipality**

**Key Requirements:-**

- Standard 10/Grade 12 certificate or equivalent qualification, coupled with a minimum of one (1) year relevant experience, preferably in a library or book environment.
- Excellent communication and interpersonal skills.
- Computer literate and knowledge of Brocade Slims.
- Overall good general knowledge.

The successful candidate will report to the Librarian under Community Services and will be responsible and accountable for:

**KEY PERFORMANCE AREAS:-**

- ✚ Assist with the provision of information to patrons, counter duties, shelving and shelf reading, computer duties and to assist the Librarians in administrative functions,
- ✚ Issues, receives and renews library material,
- ✚ Retrieves information,
- ✚ Collect fines,
- ✚ Make photocopies,
- ✚ Processing of special request forms and data input using computer system (SLIMS),
- ✚ Processing of membership applications,
- ✚ Provide support during library promotion programmes,
- ✚ Answering telephone enquiries.

The incumbent must be prepared to work on Saturday.

**Acting Municipal Manager  
Ms N.Q. Mzimela**

*Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment. Application letters together with certified copies of certificates (if any) and ID should be submitted in an envelope marked: Attention HR, P.O. Box 52 Mtubatuba, 3935 or be hand delivered to our Registry Office in Lot 105, INkosi Mtubatuba Road, Mtubatuba. Closing date ..... 2016.*

*Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful*

**Closing Date: ..... 2016**